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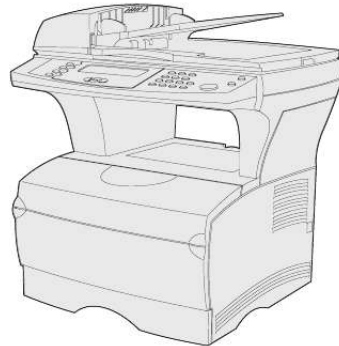
You can read the recommendations in the user guide, the technical guide or the installation guide for LEXMARK X422 MFP. You'll find the answers to all your questions on the LEXMARK X422 MFP in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual LEXMARK X422 MFP
User guide LEXMARK X422 MFP
Operating instructions LEXMARK X422 MFP
Instructions for use LEXMARK X422 MFP
Instruction manual LEXMARK X422 MFP

LEXMARK

X422

User's Reference



January 2004

www.lexmark.com



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The power cord must be connected to an electrical outlet that is near the product and easily accessible. Refer service or repairs, other than those described in the operating instructions, to a professional service person. This product is designed, tested, and approved to meet strict global safety standards with the use of specific Lexmark components. The safety features of some parts may not always be obvious. Lexmark is not responsible for the use of other replacement parts. Your product uses a laser. CAUTION: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure. Your product uses a printing process that heats the print media, and the heat may cause the print media to release emissions. You must understand the section in your operating instructions that discusses the guidelines for selecting print media to avoid the possibility of harmful emissions. This product contains mercury in the lamp (<5mg Hg).

Disposal of mercury may be regulated due to environmental considerations. For disposal or recycling information, contact your local authorities or the Electronic Industries Alliance: www.eiae.org. Cautions and warnings CAUTION: A caution identifies something that might cause you harm.

Warning: A warning identifies something that might damage your MFP hardware or software. Electronic emission notices Federal Communications Commission (FCC) compliance information statement The Lexmark X422 MFP, Type 7001-001, has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. The FCC Class A limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and Safety information 12 Notices can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications.

Operation of this equipment in a residential area is likely to cause harmful interference, in which case the user will be required to correct the interference at his own expense.



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The manufacturer is not responsible for any radio or television interference caused by using other than recommended cables or by unauthorized changes or modifications to this equipment. Unauthorized changes or modifications could void the user's authority to operate this equipment. Note: To assure compliance with FCC regulations on electromagnetic interference for a Class A computing device, use a properly shielded and grounded cable such as Lexmark part number 1329605 for parallel attach or 12A2405 for USB attach. Use of a substitute cable not properly shielded and grounded may result in a violation of FCC regulations. Industry Canada compliance statement This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations. Avis de conformité aux normes de l'industrie du Canada Cet appareil numérique de la classe A respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada. European Community (EC) directives conformity This product is in conformity with the protection requirements of EC Council directives 89/336/EEC, 73/23/EEC, and 1999/5/EC on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility and safety of electrical equipment designed for use within certain voltage limits and on radio equipment and telecommunications terminal equipment. A declaration of conformity with the requirements of the directives has been signed by the Director of Manufacturing and Technical Support, Lexmark International, S.A.

, Boigny, France. This product satisfies the Class A limits of EN 55022 and safety requirements of EN 60950. Radio interference notice Warning: This is a Class A product. In a domestic environment, this product may cause radio interference, in which case, the user may be required to take adequate measures.

Electronic emission notices 13 Notices Noise emission levels The following measurements were made in accordance with ISO 7779 and reported in conformance with ISO 9296. 1-meter average sound pressure, dBA Printing (simplex) Copying from the automatic document feeder Scanning from the automatic document feeder Idling 51 52 47 30 Energy Star The EPA ENERGY STAR Office Equipment program is a partnership effort with office equipment manufacturers to promote the introduction of energy-efficient products and to reduce air pollution caused by power generation. Companies participating in this program introduce products that power down when they are not being used. This feature will cut the energy used by up to 50 percent. Lexmark is proud to be a participant in this program. As an ENERGY STAR Partner, Lexmark International, Inc.

has determined that this product meets the ENERGY STAR guidelines for energy efficiency. Noise emission levels 14 Notices Laser notices Laser advisory label A laser notice label may be affixed to this MFP as shown: Laser statement The MFP is certified in the U.S. to conform to the requirements of DHHS 21 CFR Subchapter J for Class I (1) laser products, and elsewhere is certified as a Class I laser product conforming to the requirements of IEC 60825-1. Class I laser products are not considered to be hazardous.

The MFP contains internally a Class IIIb (3b) laser that is nominally a 5 milliwatt gallium arsenide laser operating in the wavelength region of 770-795 nanometers. The laser system and MFP are designed so there is never any human access to laser radiation above a Class I level during normal operation, user maintenance, or prescribed service condition. Statement of limited warranty Lexmark International, Inc., Lexington, KY This warranty applies to the United States and Canada. For customers outside the U.

S. and Canada, refer to the country-specific warranty information that came with your MFP. Laser notices 15 Notices Lexmark X422 This Statement of Limited Warranty applies to this product if it was originally purchased for your use, and not for resale, from Lexmark or a Lexmark remarketer, referred to in this statement as "Remarketer." Warranty Lexmark warrants that this product: Is manufactured from new parts, or new and serviceable used parts, which perform like new parts Is free from defects in material and workmanship Conforms to Lexmark's official published specifications Is in good working order If this product does not function as warranted during the warranty period, contact a Remarketer or Lexmark for repair without charge. If this product is a feature or option, this statement applies only when that feature or option is used with the product for which it was designed. To obtain warranty service, you may be required to present the feature or option with the product. If you transfer this product to another user, warranty service under the terms of this statement is available to that user for the remainder of the warranty period. You should transfer proof of original purchase and this statement to that user. Warranty service The warranty period is 12 months and starts on the date of original purchase as shown on the purchase receipt. To obtain warranty service you may be required to present proof of original purchase.

Warranty service will be provided at a Lexmark designated location. When warranty service involves the exchange of a product or part, the item replaced becomes the property of the Remarketer or Lexmark. The replacement may be a new or repaired item. The replacement item assumes the remaining warranty period of the original product. Replacement is not available to you if the product you present for exchange is defaced, altered, in need of a repair not included in warranty service, or damaged beyond repair. Also, such product must be free of any legal obligation or restrictions that prevent its exchange. Before you present this product for warranty service, remove all programs, data, and removable storage media. For further explanation of your warranty alternatives and the nearest Lexmark authorized servicer in your area, please contact Lexmark at 1-859-232-3000, or on the World Wide Web at <http://support.lexmark.com>.

Remote technical support is provided for this product throughout its warranty period. Lexmark offers a variety of extended warranty programs that include an extension of technical support. For products no longer covered by a Lexmark warranty, technical support may only be available for a fee. Statement of limited warranty 16 Notices Extent of warranty We do not warrant uninterrupted or error-free operation of a product. Warranty service does not include repair of failures caused by: Modification or attachments Accidents or misuse Unsuitable physical or operating environment Maintenance by anyone other than Lexmark or a Lexmark authorized servicer Operation of a product beyond the limit of its duty cycle Failure to have installed a maintenance kit as specified (if applicable) Use of printing media outside of Lexmark specifications Use of other than Lexmark supplies (such as toner cartridges, inkjet cartridges, and ribbons) Use of other than Lexmark product or component ALL EXPRESS AND IMPLIED WARRANTIES, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE LIMITED IN DURATION TO THE WARRANTY PERIOD.



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Statement of limited warranty 18 1 Overview The following illustrations show the standard Lexmark™ X422 multifunction printer (MFP), the MFP configured with an optional 250-sheet drawer, and the MFP configured with a 500-sheet drawer. Standard MFP Optional 250-sheet drawer Optional 500-sheet drawer Note: You may only use one of the optional drawers at a time. Overview 19 2 Printing, copying, faxing, and scanning This chapter provides examples of typical jobs, as well as information on avoiding jams, printing certain types of jobs, and canceling a print job from the control panel. Tips on storing media There are two types of media -- scan media and print media. Scan media is what is placed in the automatic document feeder (ADF) or on the scanner flatbed. Some types of scan media cannot be run through the ADF, so it has to be placed on the scanner flatbed. Print media, which is paper, card stock, transparencies, labels, and envelopes, is loaded into print media sources which are the trays and the multipurpose feeder. Card stock, transparencies, labels, and envelopes are sometimes referred to as specialty media. Store your print media properly. For more information, see Storing print media in Media specifications and guidelines.

Scanning information Avoiding jams when scanning Place scan media in the appropriate place -- either the automatic document feeder (ADF) or the scanner flatbed. If you are unsure if your document will cause a jam in the ADF, we recommend that you scan it using the scanner flatbed. The ADF only accommodates paper in the following sizes: A4, A5, JIS B5, folio, letter, legal, executive, statement. The ADF can handle paper weights up to 60/120 g/m² (16-32 lb). You may place up to 50 sheets of 20 lb paper in the ADF.

Some tips for scan media to avoid jams in the ADF are: . . . Do not load wrinkled, creased, damp, or curled scan media. Do not overload the ADF. The ADF can accommodate 50 sheets of 20 lb paper. Do not force a stack of scan media under the stack height limiter. Printing, copying, faxing, and scanning 20 Printing, copying, faxing, and scanning The following cannot be fed by the ADF: . . . Paper with clip or staple attached Paper with ink not totally dry Paper with inconsistent thickness, such as envelopes Paper with wrinkles, curls, folds, or tears Paper that is too large or too small (use the scanner flatbed instead) Paper with an odd (non-rectangular) shape Paper with perforations on its side Tracing paper, coated paper, carbonless paper Items other than papers, such as cloth, metal, or overhead projector (OHP) film Notched paper Photographic paper Very thin paper Scanning to e-mail or FTP Note: You must set up e-mail and FTP before you can use them.

See E-mail/FTP Settings for information about setting up e-mail and FTP. You can scan a document directly to an e-mail address or File Transfer Protocol (FTP) site. This section describes the settings and options available. Once you have built a To: list and chosen the settings you want, press Start to begin scanning at any time. Note: FTP is the protocol used across a network for exchanging files. Build a To: list You can add multiple e-mail recipients, or one FTP destination, to the To: list. Search for name Press E-mail, highlight Search for name, and press the Select button . Use and the navigation arrow buttons to enter the name you are looking for. When you have entered the name or the first part of the name, highlight Find and then press . When the results are displayed, use the up and down arrows to highlight the name you want, and then press .

Scanning to e-mail or FTP 21 Printing, copying, faxing, and scanning Manual e-mail addresses Press E-mail, highlight Manual e-mail address, and then press . Use and the navigation arrow buttons to enter the recipient's e-mail address. You can enter multiple e-mail addresses by separating each address with a comma. Highlight Done, and then press to return to the E-mail menu. Manual FTP address Press E-mail, highlight Manual FTP address, and then press . Use and the navigation arrow buttons to enter the FTP address. You can only enter one FTP address. Highlight Done, and then press to return to the E-mail menu. View To: list Press E-mail, and then highlight View To: list to view the list you have built to verify you have the correct recipients. If you need to remove a recipient, use the up and down arrow buttons to highlight the recipient's address, and then press to select that recipient.

Use the navigation arrow buttons to highlight Delete, and then press to delete the recipient's name from the To: list. Once you build a To: list, you can save it for future use. Use the navigation arrow buttons to highlight Save List, and then press . The To: list is saved as a shortcut, and the new shortcut number is displayed. You can change the name and number of the shortcut by browsing to the IP address or host name of the MFP.

Save the change and continue with processing the e-mail. Specify original size To specify the original size of your scan, use the navigation arrow buttons to highlight Options from the E-mail menu, and then press .



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Use the navigation arrow buttons to highlight What will be scanned, and then press . Press the left or right arrow until you see the size you need. Specify orientation To specify the orientation of your scan, use the navigation arrow buttons to highlight Options from the E-mail menu, and then press . Use the navigation arrow buttons to highlight What will be scanned, and then press . Press the down arrow until Orientation is highlighted, and then press the left or right arrow to select portrait or landscape orientation. Specify content To specify the type of content on your original document, use the navigation arrow buttons to highlight Options from the E-mail menu, and then press . Use the navigation arrow buttons to highlight What will be scanned, and then press . Press the down arrow until Content is highlighted. Press the left or right arrow to choose the content type that matches your original document. Choose among Text/Graphics, Photo, and Text. Scanning to e-mail or FTP 22 Printing, copying, faxing, and scanning Specify format To specify the format in which your scans are sent, use the navigation arrow buttons to highlight Options from the E-mail menu, and then press . Use the navigation arrow buttons to highlight What will be sent, and then press . Press the down arrow until Format is highlighted.

Press the left or right arrow to choose the type of file to be attached to your e-mail. Choose among PDF, PS, TIFF, and JPEG. For information on these types, see Format. Set darkness To adjust the resolution of your scanned documents, use the navigation arrow buttons to highlight Options from the E-mail menu, and then press . Use the navigation arrow buttons to highlight What will be sent, and then press . Press the down arrow until Darkness is highlighted. Press the right arrow to increase the darkness or the left arrow to decrease the darkness. Set resolution To adjust the resolution of your scanned documents, use the navigation arrow buttons to highlight Options from the E-mail menu, and then press . Use the navigation arrow buttons to highlight What will be sent, and then press . Press the down arrow until Resolution is highlighted.

Press the right arrow to increase the resolution, or the left arrow to decrease the resolution. The higher the resolution you choose, the larger the file size is. Note: Color impacts the resolution range. See Color in What will be scanned for more information. Enter a subject line To enter a unique subject line, use the navigation arrow buttons to highlight Options from the E-mail menu, and then press .

Use and the navigation arrow buttons to type the subject. Highlight Done, and then press to return to the E-mail menu Options screen. Scanning to PC Create a Scan Profile A scan profile includes important information about your original document and presets the MFP control panel to those settings. The ScanBack™ Utility is an easy way to create Scan Profiles. You can also browse to the IP address or host name of the MFP to create Scan Profiles.

Use ScanBack utility The ScanBack Utility is shipped on the drivers CD. Scanning to PC 23 Printing, copying, faxing, and scanning Step 1: Set up your Scan Profile 1 Launch the ScanBack Utility. If you installed the software using the default directories, click Start à Programs à Lexmark à ScanBack à ScanBack Utility. 2 Select the MFP you want to use. If none are listed, see your support person to obtain a list, or click the Setup button to manually search for an IP address or hostname. You must select an MFP to continue creating a profile. 3 Follow the instructions on the screens to define the type of document being scanned and the kind of output you want to create. Available settings are determined by the capabilities of the MFP you select. 4 Make sure to check: · · Show MFP Instructions--if you want to view or print the final directions Create Shortcut--if you want to save this group of settings to use again 5 Click Finish. A dialog box displays your scan profile information and the status of the received images.

Step 2: Scan your original documents 1 Locate the MFP you specified in the scan profile. 2 Load all pages face up in the ADF or face down in the scanner flatbed. See Loading scan media in the ADF and Loading scan media in the scanner flatbed for more information and illustrations for orientation. 3 On the control panel, press Print/Profiles. 4 Press the down arrow until Profiles is highlighted, and then press . 5 Press the down arrow until your profile name is highlighted, and then press to start scanning. Note: If you are using the scanner flatbed, observe the control panel to see messages. If prompted to choose Scan Next Page, Done, or Cancel, place the next page on the scanner flatbed, highlight Scan Next Page, and then press to continue scanning. Highlight Done and press when all the pages have been scanned. 6 Return to your computer.

Your output file is saved in the specified directory or launched in the application you specified. Use the Web pages The Web pages are stored in your MFP. Note: If the pages you browse to are blank, see page 135. Scanning to PC 24 Printing, copying, faxing, and scanning Step 1: Set up your Scan Profile 1 Type the IP address or host name of the MFP in the URL field of your browser, and then press Enter. 2 Click Scan to Profile.

3 Click Create Scan Profile. 4 Select your scan settings. For more explanation about the settings, see Custom Scan Profile settings on page 26. 5 Click Next. Note: Some versions of Windows operating systems have firewalls enabled.

Contact your support person for assistance with the firewall. Step 2: Select a storage location 1 Specify a path and file name for saving the scan output file to your computer. For example, browse to your desktop, find the appropriate directory, and type in a file name. 2 Assign a Profile Name. This is the name that appears in the profile list on the MFP control panel. 3 Click Submit. A Scan Profile window appears on your desktop indicating that your computer is waiting to receive the scan output file. Step 3: Scan your original documents 1 Locate the MFP you specified in the scan profile. 2 Load all pages face up in the ADF or face down in the scanner flatbed. See Loading scan media in the ADF and Loading scan media in the scanner flatbed for more information and illustrations for orientation.

3 On the control panel, press Print/Profiles. 4 Highlight Profiles, and then press . 5 Press the down arrow until your Profile Name is highlighted, and then press Select to start scanning. Note: If you are using the scanner flatbed, observe the control panel to see messages. If prompted to choose Scan Next Page, Done, or Cancel, place the next page on the scanner flatbed, highlight Scan Next Page, and then press to continue scanning. Highlight Done and press when all the pages have been scanned. Scanning to PC 25 Printing, copying, faxing, and scanning 6 Return to your computer when the job is finished.



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The job status window changes to Image Received. Once your scan output file appears in the list, you can select it and launch an application to open the file.
 Note: Scan Profiles are not stored.

Once the window is closed, the associated profile is removed from the control panel list. Custom Scan Profile settings Menu Quick Setup Settings Custom Text--BW - PDF Text--BW - TIFF Text/Graphics--BW - PDF Text/Graphics--Color - PDF Photo--Color - JPEG Photo--Color - TIFF Format Type Content Color Resolution JPEG, PDF, TIFF and PS Text, Text/Graphics, Photo Color (24 bit), Gray (8 bit), BW (1 bit) -- ----- ++ A range is provided. Determines the final output format of the scanned document. Describes the content of the original documents being scanned. Describes the color scale of the original documents being scanned.

BW is Black and White. Sets the resolution of the scanned document output file. Use the left and right arrow buttons to move through the range. Original Size A4, A5, JIS B5, Letter, Legal, Executive, Folio, Statement, (3 x 5 in.) Photo, (4 x 6 in.)

) Photo, Business Card Portrait, Landscape JPEG, Zlib, Packbits, CCITT G4, None A scale of 1 to 9 with 1 being the lightest setting and 9 being the darkest. A scale of 5 to 90 with 5 being the least amount of quality and 90 being the best. Tells the scanner the scan media size of the original documents being scanned. Description Lets you customize the scan job settings. Lists preset formats. Lets you customize the brightness, set the size of your original documents, and the orientation of your scan file output. Orientation Compression Darkness Determines the orientation of your scanned document output file. There are different compression types for each format. To lighten or darken text and images on the printed page. As the JPEG Quality increases, the size of the output file increases also.

JPEG Quality Scanning to PC 26 Printing, copying, faxing, and scanning Custom Scan Profile fields within the menus Field Save to Profile Name Settings Type in the path or browse to the location Type in a unique name Description Path where scanned file is to be located. Name that appears in the MFP control panel. Select this name in the MFP control panel to activate the scan profile. Copying information Making copies Load pages to be copied either face up in the automatic document feeder (ADF) or face down on the scanner flatbed. (See Loading scan media in the ADF and Loading scan media in the scanner flatbed for more information.) This section describes the different settings available for copy jobs. Once you have chosen the settings you want, press Start to begin copying. Note: If the MFP is processing a job, you may interrupt to make a copy. See Interrupting a job to make a copy for more information. Quick copies To make one copy of a document, load your original documents into the ADF, or place your first original on the scanner flatbed, and press Start.

The device automatically enters Copy mode and begins copying. Select number of copies To select the number of copies for your job, from the Home screen, type the number of copies on the keypad. The device automatically enters Copy mode. From any other screen, press Copy, and then type the number of copies using the numeric keypad. You can also highlight Copies on the control panel, and then press the left or right arrows to increase or decrease the number of copies.

Specify copy from size To specify the original size scan media you are copying from, press Copy, press the down arrow until Copy From is highlighted, and then press the right or left arrow until you see the size you need. Copying information 27 Printing, copying, faxing, and scanning Set copy to size To choose the size print media your copies will be made on, press Copy, press the down arrow until Copy To is highlighted, and then press the right or left arrow until you see the size you need. Your original document is automatically scaled up or down to fit the Copy To print media size. Set collation To enable or disable collation for multiple page jobs, press Copy, press the down arrow until Collate is highlighted, and then press the right or left arrow to turn collate on or off. Collation orders your multiple page job as 1, 2, 3, 1, 2, 3, 1, 2, 3 rather than 1, 1, 1, 2, 2, 2, 3, 3, 3.

Set scale To set the scale of your copies in terms of a percentage of your original document, press Copy, press the down arrow until Scale is highlighted, and then press the right arrow to increase the output scale, or the left arrow button to decrease the output scale. Set darkness To adjust the darkness of your copies, press Copy, press the down arrow until Darkness is highlighted, and then press the right arrow to increase the darkness, or the left arrow to decrease the darkness. Specify content To specify the type of content contained in your original document, press Copy, press the down arrow until Options is highlighted, and then press . Use the left and right arrow buttons to choose the content type that matches your original document. Choose among Text/Graphics, Photo, and Text. Set the duplex feature To turn duplex copying on or off, press Copy, press the down arrow until Options is highlighted, and then press . Press the down arrow button until Duplex is highlighted. Use the left and right arrow buttons to set duplexing to off, long edge, or short edge. Note: To copy double-sided original documents, you must use the scanner flatbed, and scan each side. Making copies 28 Printing, copying, faxing, and scanning Set paper saver You can choose to save paper by arranging more than one copied page per output sheet.

To access this feature, press Copy, press the down arrow until Options is highlighted, and then press . Press the down arrow until Paper Saver is highlighted, and then press the left or right arrow until you see the paper saver format you want. Set margin shift You can adjust the margin on your copies to provide extra margin width for binding. Press Copy, press the down arrow until Options is highlighted, and then press . Press the down arrow until Margin Shift is highlighted, and then press the left or right arrow until you see the extra width you want for the margin, from 0.25 to 2 inches. Set time stamp To enable or disable the time and date stamp on your copies, press Copy, press the down arrow until Options is highlighted, and then press . Press the down arrow until Time Stamp is highlighted, and then press the left or right arrow to turn Time Stamp on or off. Time stamp prints the current time and date in the upper left corner of your copies, if the device has previously been set to the current time. Set overlay Choose a text to be displayed in gray background lettering on your copies.

Press Copy, press the down arrow until Options is highlighted, and then press . Press the down arrow until Overlay is highlighted, and then press the left or right arrow until you see the overlay message you want.



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Standard selections are Urgent, Confidential, Copy, Draft, and Custom. You can also create a custom overlay through the Web page which appears on the control panel once you've created it. Custom is the word on the control panel for you to select, but the overlay message prints the text you created. See Overlay for more information. Examples of typical jobs The following examples show how to change the settings to perform specific copying jobs. If you are using the scanner flatbed, follow the control panel messages. If prompted to Scan Next Page, place the next page on the scanner flatbed and then press Start or to continue scanning. Highlight Done and press when all pages are scanned.

Making copies 29 Printing, copying, faxing, and scanning Job 1: single page 1 Place the document face down on the scanner flatbed or face up in the ADF. See Loading scan media in the ADF and Loading scan media in the scanner flatbed for more information and illustrations for proper orientation. 2 Press Start. Job 2: mixed content Make eight copies of a two page, letter size document containing one illustration. 1 Load all pages face up in the ADF. See Loading scan media in the ADF for more information and illustrations for proper orientation. 2 Press Copy. 3 Press 8 on the keypad. 4 Press the down arrow until Options is highlighted, and then press . 5 Press the left or right arrow button until Text/Graphics appears. Content is highlighted. 6 Press Start. Job 3: use paper saver Make three copies of a four page document which contains only photographs, but minimize paper usage. 1 Load all pages face up in the ADF. See Loading scan media in the ADF for more information and illustrations for proper orientation. 2 Press Copy. 3 Press 3 on the keypad. 4 Press the down arrow until Collate is highlighted, and then press the left or right arrow until you see On. 5 Press the down arrow until Options is highlighted, and then press . 6 Press the left or right arrow until you see Photo. Content is highlighted. 7 Press the down arrow until Paper Saver is highlighted, and then press the left or right arrow until you see 4 on 1 port. 8 Press Start.

Making copies 30 Printing, copying, faxing, and scanning Job 4: two-sided (duplex) copies from one-sided originals Make a legal size, two page document fit on a duplexed, letter size page for insertion into a standard size notebook. The original documents contain several graphics as well as text. 1 Load all pages face up in the ADF. See Loading scan media in the ADF for more information and illustrations for proper orientation. 2 Press Copy. 3 Press the down arrow until Copy From is highlighted. 4 Press the left or right arrow until you see Legal. 5 Press the down arrow until Options is highlighted, and then press . 6 Press the left or right arrow until you see Text/Graphics. Content is highlighted. 7 Press the down arrow until Duplex is highlighted. 8 Press the left or right arrow until you see Long Edge. 9 Press Start. Job 5: enlarge copies Enlarge a black and white drawing so you can see it better and make annotations. 1 Place the document face down oriented properly on the scanner flatbed. See Loading scan media in the scanner flatbed for more information and illustrations for proper orientation. 2 Press Copy. 3 Press the down arrow until you see Scale. 4 Press and hold the right arrow to move quickly through the scale. 5 Release the button when 125% appears on the display. 6 Press the down arrow until Options is highlighted, and then press . 7 Press the left or right arrow until you see Text. Content is highlighted. 8 Press Start. Using Duplex with your scan original for a two-sided copy If you have a two-sided scan media original copy and want to make a two-sided copy of it: 1 Open the scanner flatbed cover. See page 47 for an illustration. 2 Place the original document face down on the scanner flatbed and close the cover. 3 Press Copy. **Making copies 31 Printing, copying, faxing, and scanning 4** Press the down arrow button until Options is highlighted, and then press . 5 Press the down arrow button until Duplex is highlighted. 6 Use the left and right arrow buttons to set Duplex to either Long Edge or Short Edge. For more information on long edge and short edge, see the illustrations on page 61. 7 Press Start. The first side is scanned. 8 Open the scanner flatbed cover, turn the original document over, close the cover, highlight Scan Next Page, and press . 9 Highlight Done, and press . Interrupting a job to make a copy Unless disabled by your support person, printing may be interrupted to make a copy quickly.

1 Press the Stop button to stop the MFP. 2 Load the original document face up in the ADF or face down in the scanner flatbed. See Loading scan media in the ADF and Loading scan media in the scanner flatbed for more information and illustrations for orientation. 3 Press the right arrow button to highlight Insert immediate copy job, and press . 4 Set any values for Copies or any other setting that you want. 5 Press Start. Scanning ... appears and the copy prints.

Canceling a copy Once you have started a copy job, if you need to cancel it, use the navigation arrow buttons to highlight Cancel, and then press . Faxing information To send a quick fax, see Quick fax. For all other fax procedures, you must press the Fax button to enter the Fax menu. Quick fax If you have a fax destination stored as a shortcut, you can send a fax to that destination very quickly from the Home screen. Press #, and then enter the shortcut number on the numeric keypad. Load Faxing information 32 Printing, copying, faxing, and scanning your original documents face up in the ADF, or place your first original document face down on the scanner flatbed, and then press Start. Sending faxes Your MFP can fax to single or multiple recipients. You can send faxes immediately, or schedule them to be sent at a later time. Load pages to be faxed either face up in the ADF or face down on the scanner flatbed. This section describes the different settings available for fax jobs. Once you have built a Fax To: list and chosen the settings you want, press Start to begin faxing. Build a Fax To: list You can add multiple recipients to the Fax To: list. For each recipient, use the numeric keypad to enter the phone number and any special dialing codes, or # and the shortcut number. The "||" button represents a dial pause. Press after you enter each phone number if you have another number to enter. The Fax To: list scrolls up to give you space for your next entry. To add a recipient stored as a shortcut, highlight Search and press . Search for your shortcut based on the recipient's name or based on the shortcut number assigned when you first saved the shortcut. A list is presented. Highlight the numbers you want to select in the list. Each number is highlighted when a check mark appears to the left of it. Highlight Done, and then press .



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All numbers highlighted become shortcuts. Save a Fax To: list Once you build a Fax To: list, you can save it for future use. Use the navigation arrow buttons to highlight Save, and then press . The Fax To: list is saved as a shortcut, and the new shortcut number is displayed. You can change the name and number of the shortcut by browsing to the IP address or host name of the MFP. Specify original size To specify the original size of your fax, use the navigation arrow buttons to highlight Options from the main Fax screen, and then press . Press the left or right arrow until you see the size you want. Set resolution To set a resolution for your fax, use the navigation arrow buttons to highlight Options, and then press .

Press the down arrow until Resolution is highlighted, and then press the left or right arrow to select the resolution you want. The higher the resolution you use, the longer each page takes to send. Faxing information 33 Printing, copying, faxing, and scanning Specify content To specify the type of content on your original document, use the navigation arrow buttons to highlight Options, and then press . Press the down arrow until Content is highlighted. Press the left or right arrow to choose the content type that matches your original document. Choose among Text/Graphics, Photo, and Text. Set darkness To adjust the darkness of your faxes, use the navigation arrow buttons to highlight Options, and then press . Press the down arrow until Darkness is highlighted. Press the right arrow to increase the darkness or the left arrow to decrease the darkness. Manual Fax If your MFP shares a phone line with a telephone through the use of a line splitter, you can use manual fax to begin sending or receiving faxes after beginning a phone call.

To enter manual fax mode, press Fax. Highlight Options and press . Highlight Manual Fax and press . You can also begin manual fax by pressing # and then 0 from the Home screen. Within manual fax: · · Highlight Begin Scanning and press to scan and transmit a single page on the scanner flatbed, or all scan media loaded in the scanner ADF.

Highlight Prescan and press to scan multiple originals one at a time on the scanner flatbed. Highlight Scan Next Page and press to scan each new page, and then highlight Done and press to transmit all pages. Highlight Begin Receiving and press to begin receiving an incoming fax. · Examples of typical fax jobs Job 1: one page 1 Place the document face down on the scanner flatbed or face up in the ADF. 2 Press Fax.

3 Enter the fax recipient phone number on the numeric keypad. 4 Press Start. Faxing information 34 Printing, copying, faxing, and scanning Job 2: multiple pages 1 Load all pages face up in the ADF. 2 Press Fax. 3 Enter the fax recipient phone number on the numeric keypad. 4 Press Start. Job 3: text/graphics content 1 Load all pages face up in the ADF. 2 Press Fax. 3 Enter the fax recipient phone number on the numeric keypad. 4 Use the navigation arrow buttons to highlight Options, and then press .

Press the down arrow until Content is highlighted. Press the left or right arrow until you see Text/Graphics. 5 Press Start. Job 4: photo 1 Place the photo face down on the scanner flatbed. 2 Press Fax. 3 Enter the fax recipient phone number on the numeric keypad. 4 Use the navigation arrow buttons to highlight Options, and then press . Press the down arrow until Content is highlighted. Press the left or right arrow until you see Photo. 5 Press the down arrow until Resolution is highlighted.

Press the right arrow until you see Super Fine. 6 Press Start. Canceling fax jobs You may cancel pending or incoming faxes, or faxes that are currently transmitting. Canceling a pending or currently transmitting fax job 1 Press Stop. 2 Press the down arrow button until you highlight Cancel Faxes, and then press .

Faxing information 35 Printing, copying, faxing, and scanning 3 Press the down arrow button until you reach the fax job number you sent. Press to highlight it. A number is highlighted when an x appears to the left of it. Note: If you want to cancel more than one fax job at this point, highlight other fax job numbers in this list. 4 Press the left arrow button to highlight Delete, and then press .

Canceling fax(es). appears on the control panel. Canceling an incoming fax job Once you hear the ringing tone of an incoming fax, notice that the Receiving message appears on the control panel. Once you see this message: 1 Press Stop. 2 Press the down arrow button until you highlight Cancel Faxes, and then press . 3 Press the down arrow button until you reach Incoming fax. Press to highlight it. It is highlighted when an x appears to the left of it. 4 Press the left arrow button to highlight Delete, and then press . Canceling fax(es).

appears on the control panel. Printing information Avoiding jams when printing If you select appropriate print media (paper, transparencies, labels, and card stock) for your MFP, you're helping to have trouble-free printing. See Print media guidelines for more information. Note: We recommend that you try a limited sample of any print media you are considering using with the MFP before purchasing large quantities. By carefully selecting print media and loading it properly, you should be able to avoid most jams. See the following for instructions on loading and using print media: · · · Loading the standard tray or the optional 250-sheet tray Loading the optional 500-sheet tray Using and loading the multipurpose feeder If you do experience a jam, see Clearing jams for instructions. Printing information 36 Printing, copying, faxing, and scanning The following hints can help you avoid jams: · Use only recommended print media. See Print media guidelines for more information. Refer to the Card Stock & Label Guide available on the Lexmark Web site at www.lexmark.com/publications for more information about which print media provides optimum results for your printing environment. If you need detailed information before purchasing large quantities of customized print media, refer to the Card Stock & Label Guide. Do not load wrinkled, creased, damp, or curled print media. Flex, fan, and straighten print media before you load it. If jams do occur with print media, try feeding one sheet at a time through the multipurpose feeder.

Do not overload the print media sources. Make sure the stack height does not exceed the maximum height indicated by the labels in the sources. Do not use print media that you have cut or trimmed. Do not mix print media sizes, weights, or types in the same print media source. Make sure the recommended print side is face down when loading all trays, and the recommended print side is face up when loading the multipurpose feeder.

Keep print media stored in an acceptable environment. See Storing print media for more information. Do not remove trays during a print job.



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Push all trays in firmly after loading them. Make sure the guides in the trays are properly positioned for the size print media you have loaded. Make sure the guides are not placed too tightly against the stack of print media. Card stock must fed from the multipurpose feeder and exit to the rear output bin. See Using the rear output bin for more information. Envelopes may be sent to the standard output bin; however, if the envelopes exit to the rear output bin there is less curl. Make sure all cables that connect to the MFP are correctly attached, so they do not interfere with the rear output bin.

Refer to the Setup Guide for more information. Sending a job to print Printing from a Windows environment 1 Load print media. (See Loading print media for more information.) 2 From your application, open the file you want to print. 3 From the File menu, select Print Setup. 4 Verify the X422 is selected in the Print Setup dialog box. Printing information 37 Printing, copying, faxing, and scanning 5 In the Print Setup dialog box, click Properties, Options, or Setup (depending on the application), select the print media type and size, and then click OK. 6 Click OK or Print. Printing from a Macintosh computer 1 Load print media. (See Loading print media for more information.)

) 2 From your application, open the file you want to print. 3 From the File menu, select Page Setup. 4 Verify the X422 is selected in the dialog box.. 5 From the Paper menu, select the page size you are using, and then click OK.

6 From the File menu, click Print. Printing the menu settings page The menu settings page shows information including: Current settings for each of the menu items for all menus Cartridge information A list of installed options and features Installed MFP memory Device statistics Print a menu settings page to review the default print, fax, copy, and e-mail settings, and to verify that MFP options are installed correctly. 1 Make sure the MFP is on. 2 Press the Administration (key) button. 3 Press the right arrow button to highlight Print Reports, and then press .

4 Press again to select Menu Settings Page. Note: With the Menu Settings Page, you can verify: that the amount of memory installed is correctly listed under "Device Information." that the trays are configured for the sizes and types of print media you loaded. that the network information and server information are correct. that the options you installed are correctly listed under "Installed Features." If an option you installed is not listed, turn the MFP off, unplug the power cord, and reinstall the option. Refer to the Setup Guide for information on installing options. Printing information 38 Printing, copying, faxing, and scanning Printing a font sample list To print samples of all the fonts currently available for your MFP: 1 Make sure the MFP is on. 2 Press the Administration (key) button. 3 Press the right arrow button to highlight Print Reports, and then press .

4 Press the down arrow button until you reach Print Fonts, and then press . 5 Press the down arrow button until you reach either PCL Fonts or PS Fonts. . . . Select PCL Fonts to print a listing of the fonts available to the PCL emulator. Select PS Fonts to print a listing of the fonts available to the PostScript 3 emulator. 6 Press . The message Printing Font List appears. Canceling a print job from the MFP control panel If the job you want to cancel is printing or in the device print queue: 1 Press the Print/Profiles or Stop button. 2 Press the down arrow button until you reach Cancel Print Jobs. 3 Press . A list of print jobs appears.

Use the up and down arrows to scroll through the list. Highlight the job you need to cancel. Press . 4 Use the left arrow button to highlight Delete. 5 Press . The print jobs that you highlighted are then deleted. The message Canceling print job(s) appears. Canceling a print job from your computer Search on your computer for the correct screens that let you cancel or delete your print jobs. Printing a directory list A directory list shows all the resources stored in flash memory.

To print: 1 Make sure the MFP is on and the Ready message appears on the control panel. 2 Press the Administration (key) button. 3 Press the right arrow button to highlight Print Reports, and then press . Printing information 39 Printing, copying, faxing, and scanning 4 Press the down arrow button until you reach Print Directory, and then press . The message Printing Directory List appears and remains on the control panel until the page prints. Print Held Jobs--using the Print and Hold function Print Held Jobs accesses the Print and Hold function. When sending a job to the MFP, you can specify in the driver that you want the MFP to hold the job in memory. When you are ready to print the job, you must go to the MFP and use the control panel menus to identify which held job you want to print. (See Using the MFP control panel and menus for information on using the control panel.) Note: All held jobs (Reserve Print, Repeat Print, Verify Print, and Confidential) may be deleted if the MFP requires extra memory to process additional held jobs.

Confidential jobs and Verify Print jobs are deleted from MFP memory once all copies are printed. Selecting a user name All confidential and held jobs have a user name associated with them. If you are on a network, the user name is the same as your computer name on the network. If you are locally attached to the MFP, you must create a user name in the print driver dialog when you send the job. To access all held jobs or confidential jobs, you must first select your user name from a list of user names for print jobs. When the list is presented, use the up and down arrows to scroll through the list. Press once you find your user name for your job. Selecting the type of Held Job There are four types of jobs you can hold: Confidential Print Jobs--print a confidential job when you can be at the MFP to retrieve it Reserve Print Jobs--delay printing a job Repeat Print Jobs--request extra copies of a job at a later time Verify Print Jobs--verify one copy before printing additional copies Confidential jobs When you send a job to the MFP, you can enter a personal identification number (PIN) from the driver. The PIN must be four digits using the numbers 1-6. The job is then held in MFP memory until you enter the same four-digit PIN from the control panel and choose to print or delete the job.

This ensures that the job does not print until you retrieve it, and no one else using the MFP can print the job. Print Held Jobs--using the Print and Hold function 40 Printing, copying, faxing, and scanning Printing a confidential job Send your job to print.



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